

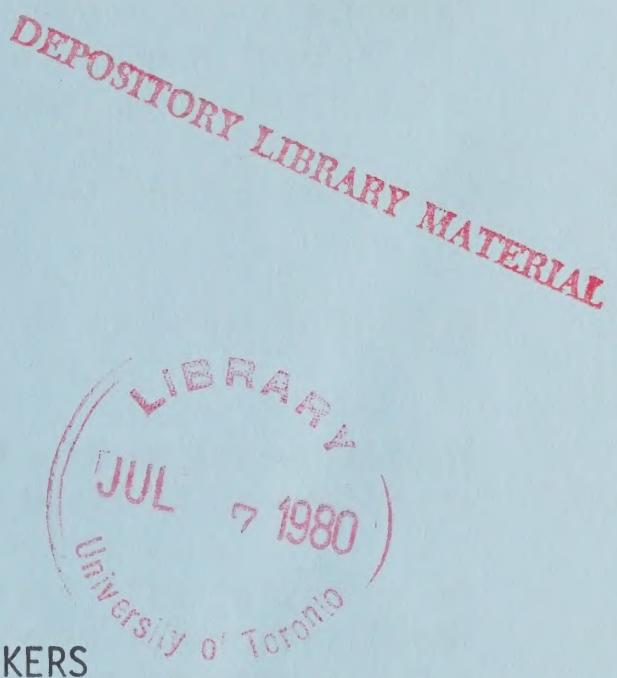
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# USING THE READING ROOM OF THE ARCHIVES OF ONTARIO

## RULES AND REGULATIONS

The procedures and courtesies outlined inside are to ensure equitable use of research facilities and to safeguard and control the invaluable material concerned.

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## HOURS

Archives' staff are on duty Monday through Friday  
8.30 a.m. to 5.00 p.m. October through May  
8.15 a.m. to 4.30 p.m. June through September

Extended hours, Main Reading Room only, for registered  
researchers to:

10.30 p.m. Monday through Friday  
10.00 a.m. to 8.00 p.m. Saturday

Retrievals and applications for lockers to:

4.30 p.m. Monday through Friday  
4.00 p.m. June through September

Closed on Sunday and Statutory Holidays

2.

## REGISTRATION

Initial visit to the Archives should be during  
staff hours -- see above.

An archivist will assist in completing a form  
"Application for Research Privileges" and issue  
a Registration Card which is valid for one  
year.

Consultation with the Duty Archivist about your  
research project follows registration.

Carry your Registration Card whenever you visit  
the Archives.

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### 3. USE OF READING ROOM

Sign the Visitors' Book at the Registration Desk when you come in, or, if you are using the reading rooms in the Map and Picture collections, stop at the Registration Desk in the main Reading Room.

When leaving any Reading Room, stop and sign out in the Visitors' Book.

To be admitted to the Reading Room during extended hours you must show a valid Registration Card to the building security guard and the Archives' Commissionnaire.

#### *REMEMBER...*

- No eating, drinking or smoking is allowed in any of the Reading Rooms.
- Lengthy conversations should be confined to the lobby or exhibit areas to avoid disturbing other researchers.
- Typewriters and tape recorders should be used in the Typing Room provided.
- Bags, briefcases etc. should be placed on the floor beside you; coats and footwear should be placed in the Cloakroom.

4.

#### REQUESTING MATERIAL

Use request slips provided, giving complete and accurate references found in the card indices and finding aids in the Reading Room.

Questions about references and availability of material should be directed to the Duty Archivist at the Registration Desk before submitting your request slip.

##### *REMEMBER*

- Place request slip in tray provided at the service desk.
- Pick up the requested material at the same location.
- Return material to the designated area at the service desk.
- All requests for material must be placed before 4.30 p.m. (4.00 p.m. June through September).

The amount of material issued at one time to a user is 15 reels of microfilm; 4 boxes or volumes or a combination of both. Four envelopes are equivalent to one box.

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#### USE OF MATERIAL

Documents are issued only to registered researchers who submit properly filled out request slips.

Documents are used only in the Reading Room or in other designated areas under the supervision of an archivist.

*As a researcher*

You are responsible for all materials delivered to you until you return them to the attendant.

You must not leave loose or unprotected papers on tables while absent from the room.

Restricted materials must always be placed in a locker when you are leaving the Reading Room.

#### HOW TO HANDLE MANUSCRIPT MATERIALS

Use only one box/envelope/folder at a time to avoid misplacing or misfiling material.

Maintain the original order of the files. If you notice any apparent discrepancy in the order of material, please inform the archivist on duty. Do not try to correct the error.

Place material flat on the table top (large items may be propped up on the elevated tables provided).

Do not mark manuscripts, maps or books.

Do not write with note cards or paper on top of maps or documents.

Do not lean upon, fold anew, trace or handle material in any way likely to damage it.

To avoid unnecessary risks to documents, pencils rather than ballpoint pens, fountain pens or other markers should be used.

BOTTLES OF INK ARE NOT PERMITTED.

*HOW TO HANDLE MICROFILMED MATERIALS*

Use only one reel of microfilm at a time.

Re-wind film on to its original reel so that it is at the beginning for the next user.

Replace each reel in its box before using another.

Remove film and turn off light when going to lunch.

Reserving readers is not possible.

MATERIAL IN ANY FORM MAY NOT BE REMOVED FROM THE READING ROOM UNDER ANY CIRCUMSTANCES.

**6. EXTENDED HOURS AND LOCKERS**

Lockers are provided for the secure keeping of research notes and archival material signed out for use in the Reading Room by registered researchers. Any other material found will be removed.

Please request a locker in person before 4.30 p.m. Monday to Friday IF...

You wish to use the Reading Room during extended hours.

You are undertaking long term research projects and will require use of materials for longer than a day.

*REMEMBER...*

- Keys are issued at the Registration Desk.
- They are returned there at the end of the day.
- They are not taken out of the Reading Room.
- Only one locker per researcher is issued.
- If you have finished with material please leave a note to that effect in the Service Desk Tray for the archivist who will return it to the stacks the next day.
- Requests for material may be left overnight in the tray provided at the service desk and material will be placed in your locker during staff hours the next day.
- Staff may remove material from your locker if it is requested by another researcher during the day. Notification to that effect will be placed in the locker. Material will be returned to the locker by 5.00 p.m.
- A locker is issued for a two week period. If the locker is not used during that time, it will be cleared for the use of another researcher.
- If you finish with your locker before the expiry of the two week period, please notify the archivist either verbally or in writing.

*The following may not be placed in a locker*

- "Ready Reference" material chiefly from the library.

- open shelf microfilm e.g. census.
- finding aids
- food, clothing, ink, inflammable materials, typewriters, bags, etc.

When found, the above will be removed by the Archives' staff.

All archival materials, with the above exceptions, must be carefully placed in your locker before leaving the Reading Room. Overloaded lockers will be cleared by staff.

## 7. FINDING AIDS

To assist researchers in locating useful records in the holdings of the Archives of Ontario, finding aids have been designed to direct attention to:

- a) record groups and manuscript collections
- b) sub-divisions or series of records within these groups
- c) specific items

## *INVENTORIES*

Inventories describe records by manuscript collection or government record group in terms of their major sub-divisions or series as arranged by the office of origin or by the Archives.

Inventories include an introduction to the collection or group and a series by series

description of the records; these are often supplemented by appendices of box or file listings.

#### *CALENDARS*

Calendars are chronologically arranged summaries of the information contained in each individual item within part or all of a manuscript collection or record group.

Inventories, calendars and any other special finding aids are filed alphabetically by name of collection or group in the cabinets provided in the Reading Room.

#### *CATALOGUE CARDS*

Nine sets of catalogue cards direct researchers to specific items.

- 1) Published books, periodicals and pamphlets including Ontario government publications and reports
- 2) Biographical and genealogical information
- 3) Maps (Map reading room and collection located on the second floor)
- 4) Manuscript and government records holdings
- 5) Crown Lands records to 1868
- 6) Surrogate Court Records on Microfilm
- 7) Newspapers on Microfilm
- 8) Genealogical Society Microfilm
- 9) Appendices to the Journals of the House of Assembly, 1826-1841; Appendices to the Journals of the Legislative Assembly, 1841-1867

#### *Filing Arrangement of Catalogue Cards*

For archival records and manuscripts:

Alphabetically by subject and by corporate or individual creator.

For maps: each individual map is cited by cartographer, area or subject.

For published materials: entries by author, subject and title are interfiled alphabetically. This catalogue includes citations of all articles in Ontario History; selected items from other local historical society publications; articles relating to Ontario in the Canadian Historical Review and other current publications to which the Archives subscribes.

## 8. REPRODUCTION CONDITIONS

The Archives makes photo reproductions of material in its custody for research and reference purposes, subject to any conditions laid down by donors.

Responsibility for questions of copyright that may arise in copying and in the use of copies is assumed by the researcher.

The Archives reserves the right to decline to make photo-duplicates, to limit the number of copies made and to provide positive prints only. Owing to limited staff and facilities and the need to give priority to requests for copies of non-published material, the Archives will not provide copies of excerpts from books, periodicals or pamphlets which are readily available in the Province's many public libraries. Photocopying of published material will be approved only in the case of rare items not available elsewhere.

The Archives does not sell photo-duplicates but merely performs the service of copying on request and the fee paid is exclusively for such service.

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- d) If they are reproduced by the researcher or any future recipient, acknowledgement will be made with the credit line "Archives of Ontario".

Payment must be made prior to delivery of photo-duplicates. Cheques or money orders must be made payable to the Treasurer of Ontario.

## 9.

### PUBLICATION RESTRICTIONS

When specific restrictions are imposed on the consultation and use of certain papers and records, these restrictions must be strictly observed. It will be the user's responsibility to assure himself/herself of the availability of desired material for publication and the relevant application of common law rights in literary property and also the laws of libel.

Where no specific restrictions are indicated,  
researchers should nevertheless be aware of  
the Copyright Act of Canada.

*N.B. ANY MISUSE OF MATERIAL IN OUR CUSTODY,  
OR OTHER ABUSE OF OUR FACILITIES, MAY  
RESULT IN CANCELLATION OF YOUR RESEARCH  
PRIVILEGES.*

~~MATERIAL~~

William Ormsby Archivist of Ontario



Ministry of Archives  
Culture and of  
Recreation Ontario

Hon. Reuben C. Baetz  
Minister  
Douglas Wright  
Deputy Minister

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